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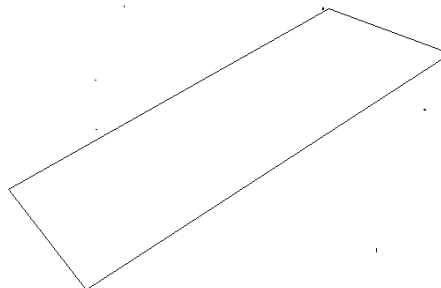
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
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<input checked="" type="checkbox"/> As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

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5041-102

OPTIONAL FORM 41 (Rev. 7-76)

18 JUN 1986

MEMORANDUM FOR: Acting Chief, Domestic Security Branch,
PSAD/PSG/OS

VIA: Chief, Security Staff, OL

FROM:
Chief, Information and Management Support
Staff, OL

SUBJECT: Request for Security Approval of Non-Agency
Conference Facility

1. The Director of Logistics (D/L) holds semi-annual planning conferences with his staff/division chiefs for various purposes. This year the fall conference is to be held on 7 and 8 October. Because unavailable during the desired time frame, alternate sites were considered. Of the facilities contacted, only the Sheraton-Fredericksburg Inn & Conference Center in Fredericksburg, Virginia, was willing to book a small party so far in advance. Therefore, reservations have been made at that site.

2. The following are pertinent facts concerning the proposed conference:

a. Conferees are expected to number 16: the Director and Deputy Director of Logistics, the Executive Officer and Assistant Executive Officer (AEO), OL, 11 staff and division chiefs, and the OL Planning Officer. The latter is the conference coordinator.

b. The Sheraton-Fredericksburg is amenable to our installing an Agency safe for overnight storage of classified material. Conference discussions and material stored overnight will not exceed the classification level of SECRET.

c. Breakfast and lunch for attendees will be arranged in a reserved area of the Meadows (the smaller dining room) that is separated from other tables by a divider, although

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SUBJECT: Request for Security Approval of Non-Agency Conference Facility [redacted]

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not partitioned off. The evening meal will be held in a separate area (the larger silo section, which is semi-enclosed but also not partitioned) of the larger dining room, Dauphine's.

d. The conference coordinator will pick up, distribute, and turn in all room keys, to avoid the need for attendees to register and check out individually. [redacted]

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3. To ensure that the conference facility is used in a manner compatible with physical security requirements, recommendations made last year by your office will again be implemented. Specifically:

a. As in the past, the Lee Room, on the lower level of the facility, will be used for the conference sessions.

b. One ACM inspection of the conference room will be performed before ~~and~~^{or} during the conference.

c. All classified material will be stored in an Agency-approved security container, with a staff employee maintaining control at all times.

d. The locks to the conference room and the public address system/Muzak room will be changed and the key controlled by Agency personnel.

e. An air vent on one of the double doors to the conference room will be covered and an astragal strip installed centrally between the double doors to guard against voice emanations.

f. Logistics personnel will be given a security briefing before the conference, and all coffee breaks will be taken inside the conference room and not in the central lobby area. [redacted]

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4. Our contact at the Sheraton-Fredericksburg is Ms. Jeanne S. Vice, Group Sales Coordinator, (telephone 703-786-8321). [redacted]

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5. We hereby request your evaluation and approval of this facility for the purpose outlined above. Since arrangements should be finalized at the earliest possible date, a response to us by 1 July 1986 would be greatly appreciated. OL project officers are [redacted] extension [redacted]

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cc: C/TSD/PSG/OS

APPROVED:

[redacted]

Acting Chief, Domestic Security Branch,
~~PSG/PSAD/DSB~~ PSG/PSAD/DSB

6/24/86
Date

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CONCUR:

[redacted]

Deputy Acting Chief, Physical Security Activity
Division, OS

6/24/86
Date

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